



## We're Hiring

The Ministry of Forestry invites suitably qualified and eligible candidates to apply for the vacancies detailed below:

Vacancy No	Position title - Station	Salary Band   Salary Range (Step1-3)	No. of Position	Contract Duration
MFor 22/01-05	Field Assistant (Allometric & Biomass Calculation) – REDD+ Project (Colo I Suva)	Band A (\$4.60/hr - \$5.37/hr)	5	5 months

The appointment process for these positions will be in accordance with the Public Service Commission Open Merit Recruitment and Selection Guideline. A full application package, including the Application Form and Role Description for each position is available from the Ministry of Forestry website [www.forestry.gov.fj](http://www.forestry.gov.fj). All applicants are encouraged to obtain this information to assist with your application.

### Eligibility

All applicants for employment in the Ministry of Forestry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55 and with a clear police record. The selected applicant will be required to provide police clearance prior to taking up duty.

### Application Process

Please submit a completed application form (refer to the website) with an up to date job related CV, certified copies of academic transcript/certificates, two (2) work related referees one of which must be a current or recent supervisor. Applications that do not address the criteria may not be considered.

### Submission

**Applications must be submitted by 4.30pm on Monday 31<sup>st</sup> January 2022; late applications will not be accepted.**

**Applicants are encouraged to submit their application by:**

<b>Application by Post</b> Permanent Secretary for Forestry, P.O. Box 2218, Government Buildings, Suva, Fiji	<b>Application Delivered</b> Ministry of Forestry Registry Section, Level 2, Takayawa Building, Toorak, Suva.	<b>Application by email: (preferred method)</b> <a href="mailto:forestryvacancies@gmail.com">forestryvacancies@gmail.com</a>
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For further information please go to the Ministry website [www.forestry.gov.fj](http://www.forestry.gov.fj). Any queries can be directed to Mrs Kesaia Raiyawa on phone No: 3301 611 Ext 333 175 or email [kesaia.raiyawa@govnet.gov.fj](mailto:kesaia.raiyawa@govnet.gov.fj)

**SUSTAINABLE FORESTS, OUR FUTURE**



## MINISTRY OF FORESTRY

**JOB DESCRIPTION:** Field Assistant - REDD+ Project

### CORPORATE INFORMATION

1. Position Level: Band A
  2. Salary Range: \$4.60/hr - \$5.90 / hour
  3. Duty Station: Colo I Suva
- Reporting responsibilities:
- i. Reports To: Acting Director Silviculture Research Division
  - ii. Liaises with: Divisional staff
  - iii. Subordinates: None

### POSITION PURPOSE

The position will be assigned to undertake data collection from the field for the development of the allometric biomass equation for Fiji

### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities:

1. Weighting of tree parts
2. Debarking of tress
3. Assist team leader in ensuring all data are collected according to methodology
4. Maintenance and management of all tools and equipment
5. Ensure health and safety requirements are followed

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Achieving the targets set out in the individual work plan
2. Quality of work performed in accordance with standard procedures

### PERSON SPECIFICATIONS

In addition to an accredited certificate course in Forestry or equivalent, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

#### Knowledge and Experience

1. Able to conduct Tree Identification on Native Tree Species
2. Experience in data collection and recording
3. Knowledge of Health and Safety requirements

#### Skills and Abilities

1. Able to follow written procedures and instructions from supervisors
2. Is physically fit and able to trek in forest terrains
3. Willing to camp in the forest for prolonged periods

4. Self-motivated and able to manage their time and assigned work in order to achieve targets
5. Good communication skills and able to work well in a team environment
6. Service oriented and honest.

## **PERSONAL CHARACTER AND ELIGIBILITY**

All applicants for employment in the Ministry of Forestry must be under the age of 55, in sound health, with a clear police record and be politically neutral. Applicants shortlisted will be required to provide a medical certificate and police clearance at their interview.

The Ministry of Forestry operates in a politically sensitive environment. Any person who is, and is seen to be, active in political affairs, and intends to publicly carry on this activity, may compromise the strict political neutrality of Ministry Of Forestry and cannot be considered for employment. All applications for employment must provide a statement that they are not and do not plan to be, politically active in Fiji.